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# TABLE OF CONTENTS

Bulletin of information for persons registered. 1917.

Counsel to soldiers on the battlefield. n.d.

Digest of field reports on civil affairs operations and experiences in Sicily and Italy. 1944.

Minimum safety program. 1943.

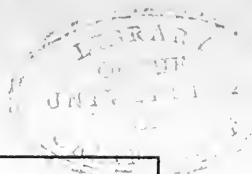
Registration regulations prescribed by the President... 1917.

Registration regulations no. 2... 1918.

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WAR DEPARTMENT  
LOS OFFICE PROVOST MARSHAL GENERAL

FORM 21, P. M. G. O.

BULLETIN  
OF  
INFORMATION  
FOR  
PERSONS REGISTERED



1917



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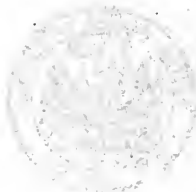
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# **BULLETIN OF INFORMATION FOR PERSONS REGISTERED.**

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FORM 21, P. M. G. O.

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## **I.**

### **LOCAL BOARDS.**

In every county in the United States and for every city of over 30,000 there are one or more local exemption boards. Each of such boards is in charge of the registration cards of persons registered in the area over which the board has jurisdiction, and has jurisdiction of all claims for exemption except those based on industrial grounds. **Find out what board has your card and where the office of that board is.**

## **II.**

### **DISTRICT BOARDS.**

In every Federal judicial district there are one or more district boards having appellate jurisdiction over a number of local boards and having original jurisdiction of claims for exemption on industrial grounds. **If you intend to make a claim on industrial grounds, including agriculture, learn what district board to apply to.**

## **III.**

### **RED INK SERIAL NUMBERS.**

Every board has numbered the cards in its jurisdiction with red ink in a series running from 1 to the number representing the total number of cards in its jurisdiction. Lists showing the names of persons in the jurisdiction of each board and the red ink number of each card are open to inspection at the office of each board.

**Inspect the list and inform yourself of your red ink serial number.**

## **IV.**

### **ORDER OF LIABILITY.**

These red ink numbers are to be drawn by lot to determine the order in which registered persons are to be called by the various local boards. As soon as the drawing is complete lists showing the order in which these red ink numbers are drawn will be published in the press, and will be posted at the office of each local board.

**Go to your local board and find out the order in which you stand for call.**

## **V.**

### **CALL FOR EXAMINATION.**

As soon as quotas are assigned to each State and each board, each board will call upon persons whose cards are in its jurisdiction instructing them to present

themselves for examination. This call will be posted at the office of the local board and the papers will be requested to print it. A notice will also be mailed to you, *but the posting of the list at the office of the board will be deemed sufficient notice to charge you with the duty of presenting yourself.* The law therefore makes it your duty to inform yourself when you are called. The mailing is for your convenience, but if the letter never reaches you, you can not make that an excuse.

Watch the lists at the office of your board and see when you are called for examination.

## VI.

### PHYSICAL EXAMINATION.

You must report for physical examination on the day named in your call.

(a) *If you are found physically disqualified* the board will give you a certificate which will explain to you what your further duties are.

(b) *If you are found physically qualified and file a claim for exemption* within 7 days after your call you will be given 10 days after filing your claim of exemption to file proof in support of your claim of exemption. See (VII) below.

(c) *If you are found physically qualified and file no claim for exemption, or if you do not appear for physical examination*, your name will be posted to the district board as one who was called for military service and was not exempted or discharged. On the eighth day after call, or within two days thereafter, copies of the list of persons so posted to the district boards will be given to the press with a request for publication, will be posted in a place at the office of the local board accessible to the public view, and notice will be mailed to you at the address on your registration card.

Therefore watch the notices posted in the office of the board about 10 days after the day you were called and make arrangements for the prompt receipt of mail.

## VII.

### SEVEN DAYS TO FILE CLAIMS OF EXEMPTION OR DISCHARGE.

[Except for industrial or agricultural reasons.]

#### NOTE.

(a) No claim of discharge on account of the industry in which you are engaged can be decided by a local board. (See Par. XV below.)

(b) Whether you file a claim of exemption or not, you must present yourself for physical examination on the day named in the notice.

From the day notice that you are called is mailed and posted you have seven days in which you may file a claim of exemption or discharge. The form for filing this claim is simple. If you wish to file such a claim—

(a) Go to the board and get Form 110 for exemption or Form 121 for discharge. If the board has not the printed forms ask to consult the form pamphlet and copy the form shown there.

(b) Fill out the proper form and file it with the board.

(c) Do this within seven days of the posting and mailing of notice to you to present yourself.

The following are the only grounds for exemption:

1. That you are an officer, legislative, executive, or judicial of the United States, a State or Territory, or the District of Columbia.
2. That you are a regular or duly ordained minister of religion.
3. That you were on May 18, 1917, a student preparing for the ministry in any recognized theological or divinity school.
4. That you are in the military or naval service of the United States.

5. That you are a subject of Germany, whether you have taken out papers or not.

6. That you are a resident alien who has not taken out first papers.

In addition to claims for exemption claims for discharge may be made on any of the following grounds, which are the only grounds for discharge by a local board.

1. That you are a county or municipal officer.

2. That you are a customhouse clerk.

3. That you are employed by the United States in the transmission of mails.

4. That you are an artificer or workman employed in an armory, arsenal, or navy yard of the United States.

5. That you are employed in the service of the United States (under certain conditions). See paragraph (c) of section 20, Regulations.

6. That you are a licensed pilot regularly employed in the pursuit of your vocation.

7. That you are a mariner actually employed in the sea service of any citizen or merchant within the United States.

8. That you are a married man with a wife or child dependent on you for support.

9. That you have a widowed mother dependent on your labor for support.

10. That you have aged or infirm parents dependent upon your labor for support.

11. That you are the father of a motherless child under 16 dependent upon your labor for support.

12. That you are a brother of an orphan child or children under 16 dependent on your labor for support.

13. That you are a member of any well-recognized religious sect or organization organized and existent May 18, 1917, and whose then existing creed or principles forbade its members to participate in war in any form and whose religious convictions are against war or participation therein in accordance with the creed or principles of said religious organization.

These are the only grounds for exemption or discharge by a local board.

Another person can file a claim in your behalf, but must use different forms in filing the claim.

## VIII.

### TEN DAYS AFTER FILING CLAIM TO FILE PROOF.

Your claim of exemption or discharge must be filed within seven days of the day on which notice to you that you are called was posted and mailed. But after you have filed your claim for exemption or discharge you have ten days within which to file proof.

The method of proving claims is very simple but it is rather exact. If you follow the rules given below you will have done what is required of you.

**First.** Go to the local board and consult the regulations to find out the form number of the affidavits that you must submit for your particular claim.

**Second.** Ask the board for the blank affidavits that are necessary in presenting your proof; if the board has not the forms, ask to consult the pamphlet of forms.

**Third.** Have the affidavits properly accomplished and return them to the board within the time limit assigned you—10 days from the filing of your claim.

Remember:

(a) You must submit your proof in the prescribed form and the board has no authority to exempt or discharge you unless you submit **all** the affidavits required by regulations.

(b) There will be no argument before the board and no proof other than the prescribed affidavits unless the board calls for other proof which it will do in only a limited number of cases.

## IX.

### WHEN CLAIMS ARE DECIDED.

Every claim for discharge or exemption will be decided by the local board within three days after your affidavits have been filed.

## X.

### CERTIFICATE OF EXEMPTION OR DISCHARGE.

If your claim is allowed a certificate of exemption or discharge will be issued to you.

Remember:

(a) This certificate may be recalled at any time.

(b) If it is temporary or conditional, it becomes of no effect when the time or the condition named are fulfilled.

(c) You have been drawn for military service and when the condition that has postponed your posting to the colors ceases you may be recalled at any time.

(d) Remember that your case may still be appealed to the district board by the Government and on this appeal your certificate may be withdrawn at once. When so withdrawn you stand precisely as though you had been selected for military service by the local board.

## XI.

### ADVERSE DECISIONS ON CLAIM.

If your claim is disallowed by the local board your name will be certified and sent by the local board to the district board as one who has been called for military service and not exempted or discharged. Within two days thereafter, if practicable, a list of those so certified to the district board will be given to the press with a request for publication, will be posted in the offices of the local board accessible to the public view, and notice will be mailed to the address on your registration card.

Therefore, if you have filed a claim for exemption and proof in support thereof, watch the notices in the office of the local board beginning about five days after you have filed your proof to see what disposition was made of your case and make arrangements for the prompt receipt of mail.

## XII.

### HOW TO CLAIM APPEALS TO DISTRICT BOARDS.

Claims of appeal may be made by a person within 10 days after the day when notice has been posted and mailed that such person's name has been certified to the district board as one who has been called for service and not exempted or discharged.

Therefore if you desire to appeal—

1. Go to the local board and get or copy Form 153 or 154 for filing your claim of appeal.
2. Get or copy also Form 151 or 152 for notifying the district board of appeal.
3. File your claim of appeal (153 or 154) with the local board.
4. Send your notice of appeal (Form 151 or 152) to the district board.
5. Do this within 10 days from the day when notice that your name was certified to the district board was posted and mailed.

Remember:

1. You can only appeal the final order of the board exempting or discharging or refusing to exempt or discharge you. You can not appeal other orders or action of the local board.

### XIII.

#### PROVING YOUR APPEAL.

You have five days after the district board receives your notice that you have filed a claim of appeal in which to file evidence additional to that filed by you in the local board, but all such evidence must consist of affidavits.

### XIV.

#### DECISIONS ON APPEAL.

The decision on your appeal must be made within five days of the closing of proof, and you will be notified by mail of the action of the board on your appeal.

### XV.

#### CLAIMS FOR DISCHARGE ON INDUSTRIAL GROUNDS.

Only the district board can receive claims for discharge on the ground that you are engaged in industry, including agriculture found to be necessary to the maintenance of the military establishment, the effective operation of the military forces, or the maintenance of national interest during the emergency.

Such claims must be filed with the district board *on or before the fifth day after the mailing and posting of notice that you have been certified by the local board as one who has been called for service and not exempted or discharged.*

If you desire to file such a claim:

1. Get or copy at the local or district board Form 161 or 161a.
2. Fill the form out properly.
3. File it with the district board within five days after the mailing and posting of notice that your name has been certified from the local board to the district board.

See section 44, Regulations.

### XVI.

#### PROOF IN SUPPORT OF INDUSTRIAL CLAIM.

Only affidavits can be used in filing proof before the district board of a claim for exemption on industrial grounds. All such affidavits must be filed within five days after the filing of the claim.

## XVII.

**DECISIONS OF DISTRICT BOARD ON INDUSTRIAL CLAIM.**

Within five days after the closing of proof in any industrial claim the district board must decide the claim.

If the decision of the district board is in favor of the claim the board will issue a certificate of discharge. If the decision is against the claim the district boards will so notify you.

Remember that you have been called for military service and that the certificate of the district board is only conditional on your remaining in the kind of industrial service on account of which you were discharged. No such exemption shall continue when a cause therefor no longer exists and your certificate of discharge may be withdrawn or modified by the district board at any time that the district board shall determine that the circumstances require it.

## XVIII.

**APPEALS OF INDUSTRIAL CLAIM TO THE PRESIDENT.**

Only decisions of district boards on industrial claims for discharge can be appealed.

If you desire to appeal the decision of the district boards to the President, you may do so within seven days of the date of mailing to you of the decision of the district board. To perfect your appeal—

1. Get or copy from the district or local board Form 163.
2. Fill out the form and file it with the district board.
3. Do this within seven days after the mailing of notice to you of the decision of the district board in your case.

## XIX.

**HOW YOU WILL BE NOTIFIED THAT YOU HAVE BEEN SELECTED FOR MILITARY SERVICE.**

As soon as your case is finally disposed of, the adjutant general of your State will notify you by mail that you have been selected for military service.

Your local boards will post a list of all persons selected for military service in a place at the office of the local boards accessible to public view. The local board will also give lists of persons selected for military service to the press with requests for publication.

## XX.

Notice that you have been selected for military service will not necessarily order you into service.

The notice to report for military service will come when the Government is ready to receive you.

E. H. CROWDER,  
Provost Marshal General.









